HIGHWOOD PARISH COUNCIL





PUBLICATIONS SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)	hard copy and/or web site	Free/10p per sheet
This will be current information only.		
Who's who on the Council and its Committees	Website hard copy	Free/10p per sheet
Contact details for Parish Clerk and Council Members	Website hard copy	Free/10p per sheet
Location of main Council office and accessibility details	Website hard copy	Free/10p per sheet
Staffing Structure	Website hard copy	Free/10p per sheet
Class 2 – What we spend and how we spend it (Financial information relating to project and actual income and expenditure, procurement, contracts and financial audit)	hard copy and/or website	Free/10p per sheet
Current and previous financial year as a minimum		
Annual return form & report by Auditor	hard copy and/or website	Free/10p per sheet
Finalised budget	hard copy and/or website	Free/10p per sheet
Precept	hard copy and/or website	Free/10p per sheet
Financial Standing Orders and Regulations	hard copy and/or website	Free/10p per sheet
Grants given and received	hard copy	Free/10p per sheet
List of current contracts awarded and value of	hard copy	Free/10p

contracts		per sheet
Member's allowances and expenses	No Members Allowances	Free/10p
		per sheet
Chairman's allowance	Hard copy	Free/10p
		per sheet
	Travel Expenses awarded &	Free/10p
	cost of training	per sheet
Class 3 – What our priorities are and how		
we are doing	-	
(Strategies and plans, performance indicators,	2	
audits, inspections and reviews)		
Annual Report to Parish or Community	hard copy and/or website	£2.00
Meetings (current and previous year as a	4.	plus
minimum)		postage
Quality Status	hard copy and/or website	Free/10p
Class 4 – How we make decisions		per sheet
(Decision making process and records of		_
decisions)		
Current and previous Council year as a		
minimum	W	
Timetable of meetings (Council, any	hard conv and/or wobsite	F===/40=
committee/sub-committee meetings and	hard copy and/or website	Free/10p
parish meetings)		per sheet
Agendas of meetings	hard copy and/or website	Free/10p
3	nara copy ana/or website	per sheet
Minutes of Meetings – excludes information	hard copy and/or website	Free/10p
that is properly regarded as private to the	mana sopy analor website	per sheet
meeting		per sneet
Reports presented to Council Meetings – this	hard copy	Free/10p
will exclude information that is properly		per sheet
regarded as private to the meeting	,	por orioot
Responses to consultation papers	hard copy	Free/10p
		per sheet
Bye laws	hard copy	Free/10p
		per sheet
Class 5 – Our policies and procedures		1
(Current written protocols, policies and	hard copy and/or website	
procedures for delivering our services and		i :
responsibilities)		
Current information only.	2	
Policies and procedures for the conduct of		
council business:		
	hard copy and/or website	

Committee and sub-committee terms of reference Code of Conduct Policy statements Delegated Authority (Financial Regulations) Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Freedom of Information Act 2000 procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Health and Safety Policy (not available as under 5 staff employed) Statement Child Protection Policy Recruitment Policies (not available –advert placed in local papers and EALC papers) Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information) Information Security Policy Class 6 – Lists and Registers Currently maintained lists and registers only Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Assets Register Hard Copy (by Inspection only) hard copy/website hard copy web site hard copy/web site 10p per sheet Free/10p per sheet Paperwork watermarked Confidential (hard copy or website; some information may only be available by inspection) Assets Register Hard Copy (by Inspection Only)	December 1 - to - the things	T	
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Hard Copy (by Inspection Only)	Register of members' interests	Hard Copy (by Inspection Only)) (90)
Register of gifts and hospitality Hard Copy (by Inspection Only)	Register of gifts and hospitality	Hard Copy (by Inspection Only)	
Class 7 – The services we offer (hard copy or website; some	Provide the Control of the Control o		
(Information about the services we offer, information may only be	(Information about the services we offer,	information may only be	

including leaflets, guidance and newsletters produced for the public and businesses) Current information only	available by inspection)	
Parks, village greens, playing fields and recreational facilities (includes FoPF)	Hard Copy (by Inspection Only)	
Seating, litter bins, memorials and lighting	Hard Copy (by Inspection Only)	
Bus shelters, Winter Salt Scheme, Community Transport Scheme, Lunch Club Transport, Speedwatch, Traffic Advisory Committee, X- Reem (Youth)	Hard Copy (by Inspection Only)	
Fees/Rents	Web- Minutes – hard copy	Free/10p per sheet
The following Parish council does not have: (Burial Grounds, Markets, Public Conveniences, Agency Agreements)		

Contact details:

Mrs Karen Kuderovitch, Clerk to the Council

Springfields, Crows Lane

Woodham Ferrers

Essex CM3 8RR

E-mail: clerk@highwoodpc.org Telephone: 01245 842935

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Cost plus time
	Photocopying @ 20p per sheet (colour)	
Statutory Fee	Postage	Actual cost of Royal Mail standard 2nd class In accordance with the relevant legislation

16th September 2019